# **Privacy Policy**

This privacy policy tells you how we use personal information collected at this site. Please read this privacy policy before using the site or before submitting any personal information. By using the site, you are accepting the practices described in this privacy policy. These practices may be changed, but any changes will be posted at this site and changes will only apply to activities and information in future they will not be retroactive. You are encouraged to review the privacy policy whenever you visit the site to make sure that you understand how any personal information you provide will be used. Copenhagen Trial Unit privacy policy outlines how we utilise the personal data you leave behind when visiting our website.

Note: the privacy practices set forth in this privacy policy are for this website only. If you link to other websites, please review the privacy policies posted at those sites.

# **Collection of Information**

In general, you should be aware that as an Internet user you leave behind electronic tracks and that this enables others to track your traffic on the Internet.

We collect personally identifiable information like names, postal addresses, email addresses etc. when submitted by our visitors. The information you provide is used to fulfil you specific request. This information is only used to fulfil your specific request, unless you give us permission to use it in another manner, e.g. to add you to one of our mailing lists.

## Cookie/Tracking Technology

The site may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the site, and understanding how visitors use the site. When you browse the Internet, you leave behind an "electronic track" that reveals where you have been. This track is generated by your browser sending information to a server, e.g. "I would like to see the page corresponding to the address www.ctu.dk". Cookies can also help customize the site for visitors. Personal information cannot be collected via cookies and other tracking technology; however, if you have previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties.

Copenhagen Trial Unit has ongoing access to statistical data about visitors to its website. It is not possible to identify individual persons based on this data.

When you visit Copenhagen Trial Unit website, the following information is collected about you:

- § Which pages you view and when your "electronic tracks"
- § The browser you are using
- § Your IP address
- **§** Your username, if you have one

Most browsers give information about their brand and version number, e.g. Microsoft Internet Explorer version 7.0. The server can then return the page you requested so that it is displayed correctly in your browser.

When your browser requests www.ctu.dk, it also sends additional data to the server in question, including your IP address (your "address" on the internet). The server then knows where to send the page you have requested.

Depending on the operating system and the browser you use, the browser often also sends your username to the server - the username you use when you log on to your machine.

## Purpose of the collection

Copenhagen Trial Unit can use the above-mentioned data to see what path you take to find information at www.ctu.dk

Copenhagen Trial Unit can see whether you start on the front page and move on to the underlying pages, or if you jump into the middle of the website, e.g. from a search engine.

This information is only used in connection with carrying out operations and producing statistics that can be used to improve the structure of Copenhagen Trial Unit's website.

#### Distribution of Information

We may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when: (1) permitted or required by law; (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. The information is not provided to these agencies or companies for marketing purposes.

# Commitment to Data Security

Your personally identifiable information is kept secure. Only authorized employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information. All emails and newsletters from this site allow you to opt out of further mailings.

# Collection in Connection with Subscription

Copenhagen Trial Unit collect personally identifiable information like names, postal addresses, email addresses etc. when submitted by our visitors. This information is only used to fulfil your specific request, unless you give us permission to use it in another manner, e.g. to add you to one of our mailing lists. By subscribing to The Copenhagen Trial Unit newsletter, the e-mail address you provide is registered.

This information is used to automatically send you Copenhagen Trial Unit newsletter. This information is registered with Copenhagen Trial Unit's data processor (web hotel).

Some employees of Copenhagen Trial Unit have access to a list of subscribers. Using this information, the Copenhagen Trial Unit stays up to date about the scope and nature of subscribers.

Information about individual subscriptions is not transferred and this information is immediately deleted if you cancel your subscription.

## **Privacy Contact Information**

If you have any questions, concerns or comments about our privacy policy, you may contact us by using the information below:

By e-mail: tsa@ctu.dk By phone: +45 3545 7171

We reserve the right to make changes to this policy. Any changes to this policy will be posted.